



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



Announcement Number: 12-04-107	Opening Date: 12-21-04	Closing Date: 1-14-05	Open To All Applicants
POSITION: Probation Officer JS-101-9/11/12	TYPE OF APPOINTMENT: Career Service	Salary Range: \$41,815 - \$78,826 DC Courts non-judicial employees receive federal retirement and benefits.	
Division: Social Services	LOCATION: Varied	TOUR OF DUTY: Full-time	

### THIS ANNOUNCEMENT WILL BE USED TO CREATE A ONE-YEAR ROSTER

**BRIEF DESCRIPTION OF DUTIES:** Supervises and monitors juveniles placed on probation in the community through direct counseling, coordination of supportive services, tracking of re-arrests, etc., in accordance with Division case classification standards. Visits home, school, community agencies and service providers. Analyzes critical information to produce comprehensive written reports for the judiciary. Provides oral presentations and recommendations in formal court hearings.

**MINIMUM QUALIFICATIONS:** A bachelor's degree from an accredited college or university. **Appointees to probation officer positions must not have passed their 37<sup>th</sup> birthday in the month of appointment in order to qualify for mandatory law enforcement separation/retirement at age fifty-seven.** Previous qualifying law enforcement experience under CSRS or FERS may be counted toward eligibility. Applicants must possess a valid motor vehicle operator's license and have access to transportation.

**SUPPLEMENTAL RANKING FACTORS:** Please complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF) for ranking factors 1 – 5.

1. Knowledge of effective interviewing and counseling techniques.
2. Ability to keep accurate records, to document activities and to prepare court reports.
3. Ability to make sound case management decisions after assessing all pertinent information, policy guidelines and established procedures.
4. Ability to effectively manage a caseload in a social service agency, both independently and in group situations.
5. Knowledge of diverse cultures.

#### SELECTION PROCESS:

- Step 1: All candidates who meet minimum qualifications will be evaluated based on information provided on the SAF.
- Step 2: The highest qualified candidates will complete a written exercise.
- Step 3: Candidates who pass the written exercise will participate in a structured oral interview.
- Step 4: Candidates who pass the oral exercise will be placed on a roster in rank order based on combined SAF, written and oral scores.
- Step 5: Vacancies will be filled from the roster as they occur. For each vacancy, the top five names will be referred to the selecting official, who will conduct a reference check and may conduct a second interview before recommending a selection.

**ADDITIONAL SKILLS:** Bilingual (Spanish speaking) candidates are encouraged to apply. Candidates who qualify on a Spanish language test will also be placed on a Bilingual Probation Officer roster, in addition to ranking on the general Probation Officer roster based on the Selection Process described above.

Submit D.C. Court Application And Supplemental Application Form to:  
DC Courts, Human Resources Division, 515 5th Street, NW, Room 213, Washington, DC 20001.  
For information call 202-879-0496, or visit our job site at [www.dccjobs.gov](http://www.dccjobs.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

## SUPPLEMENTAL APPLICATION FORM

### Probation Officer, Social Services Division, D.C. Courts

APPLICANT NAME: \_\_\_\_\_

APPLICANT SOCIAL SECURITY NUMBER: \_\_\_\_\_

APPLICANT BIRTHDATE (month, day, year): \_\_\_\_\_

The following five Ranking Factors will be used to rate your qualifications for Probation Officer. For each of the five factors, choose the statements from the scales below that best describe your experience, education, and training; and provide requested verification information. **Select only one statement for each rating scale.**

#### I. Knowledge of effective interviewing and counseling techniques.

##### A. Experience:

- ☐ I have not used this knowledge extensively in a full time or part time position.
- ☐ I have used this knowledge as a volunteer or as an intern.
- ☐ I have used this knowledge extensively in a full time or part time position with close monitoring by a supervisor when necessary.
- ☐ I have a high level of expertise in utilizing this knowledge. Because of my expertise, I am normally a person who is consulted by others to assist them with this factor.

**Provide a brief description of your experience utilizing this knowledge.**

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Name and telephone # of a supervisor or manager who can verify this information:

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##### B. Education:

- ☐ During the course of my formal education, I have not taken any courses in the area of social services.
- ☐ I have taken courses in the area of social services at the bachelor's degree level, but received a degree in another area.
- ☐ I have taken courses and have received a bachelor's degree in the area of social services.
- ☐ I have received a master's or Ph.D. degree in social services.

Degree, School and Date (Attach documentation):

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**2. Ability to keep accurate records, to document activities and to prepare court reports.**

**A. Experience:**

- ☐ I have not had an opportunity to display this ability.
- ☐ I have done some record keeping and have prepared reports while employed or in a volunteer position.
- ☐ I have worked in a social service agency where I kept records and prepared reports.
- ☐ I have worked extensively in a social service agency where I kept records and prepared court reports.

**Provide a brief description of your experience utilizing this ability, including title of position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**3. Ability to make sound case management decisions after assessing all pertinent information, policy guidelines and established procedures.**

**A. Experience:**

- ☐ I have not had an opportunity to display this ability.
- ☐ I have used this ability in a limited capacity while employed or in a volunteer position.
- ☐ I have used this ability while working full or part time, as a volunteer or as an intern in a social service agency. I have collected and assessed data, written reports and made oral presentations.
- ☐ I have used this ability while working full or part time, as a volunteer or as an intern in a social service agency dealing with youth and their families, and have collected and assessed data, written reports and made oral presentations in court.

**Provide a brief description of your experience utilizing this ability, including title of position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**4. Ability to effectively manage a caseload in a social service agency, both independently and in group situations.**

**A. Experience:**

- ☐ I have not had an opportunity to display this ability.
- ☐ I have limited experience using this ability.
- ☐ I have used this ability working in a position in a social service agency where I managed a caseload of youth and their families, providing monitoring, intervention and treatment or referral for treatment services.
- ☐ I have used this ability working in a position in a social service agency where I managed a caseload of youth and their families, providing monitoring, intervention and treatment or referral for treatment services and where I prepared relevant reports for court presentations.

**Provide a brief description of your experience utilizing this ability, including title of position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**5. Knowledge of diverse cultures.**

**A. Experience:**

- ☐ I have no knowledge in this area.
- ☐ I have limited knowledge in this area.
- ☐ I have extensive knowledge in this area and have also worked in an urban area.
- ☐ I have applied this knowledge in a position in a social service agency where I managed a caseload in an urban setting.

**Provide a brief description of your experience utilizing this ability, including title of position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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